

Representative Cameron Henry
Chairman



Representative Franklin Foil
Vice Chairman

FY16-17 Executive Budget Review DEPARTMENT OF CIVIL SERVICE

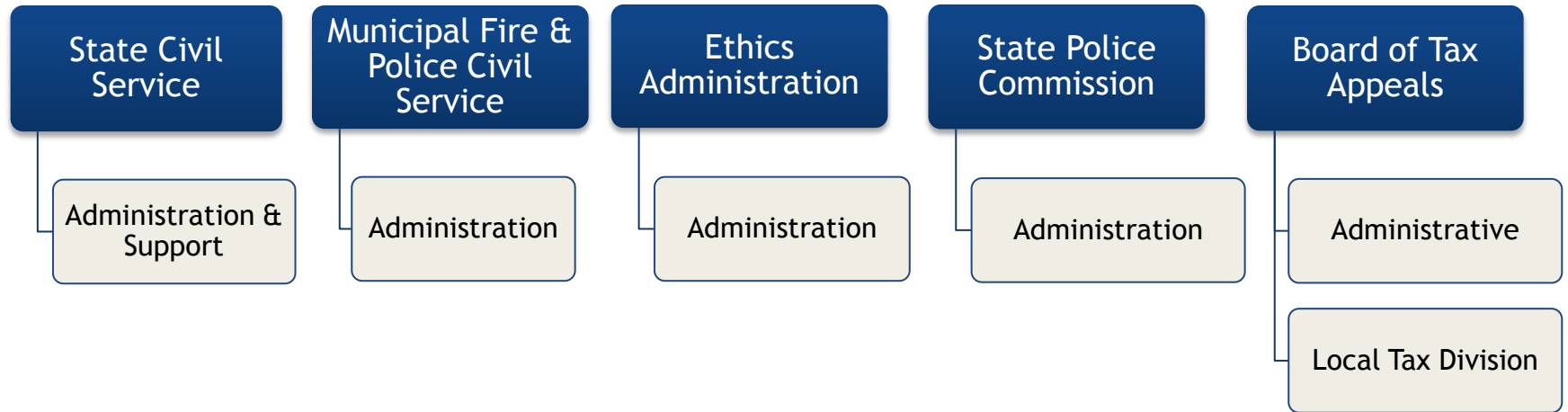
House Committee on Appropriations
by the House Fiscal Division

April 11, 2016

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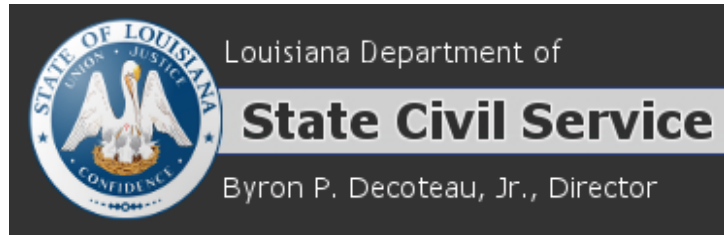
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DEPARTMENT ORGANIZATION



STATE CIVIL SERVICE

Agency Overview



The mission of State Civil Service is to provide human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana.

Functions

- Appeals - provides a system for resolving appeals filed by classified employees concerning disciplinary actions, removals, rule violations, and discrimination claims.
- Training and Workforce Development - online and classroom training which allows agency supervisors and Human Resource managers the ability to develop the skills necessary to positively affect employees.
- Accountability - ensures agency compliance with Civil Service rules and merit system principles.
- Compensation - establishes the compensation system agencies use to classify and pay its employees.
- Employee Relations - seeks to achieve the outcomes of engagement, continuous improvement, and performance-based criteria for all employment decisions.

STATE CIVIL SERVICE

Means of Financing	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$0	\$0	\$0	\$0	0.0%
Interagency Transfers	\$10,149,999	\$11,189,978	\$11,203,837	\$13,859	0.1%
Fees and Self-Gen Rev.	\$635,723	\$711,529	\$766,249	\$54,720	7.7%
Statutory Dedications	\$0	\$0	\$0	\$0	0.0%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
Total Means of Finance	\$10,785,722	\$11,901,507	\$11,970,086	\$68,579	0.6%
Authorized Positions	92	100	100	0	0.0%

Significant Changes within Civil Service for FY17 Include:

- Reduction in Interagency Transfers by \$55,000 and increase Fees and Self-Generated Revenue by the same amount to realign the billing of the State Civil Service Cost Allocation.
- Increase in Interagency Transfer funding by \$61,000 to provide funding for the election of one classified employee to the State Civil Service Commission
- The agency's Human Resources Management program is consolidated into the Administration and Support Program for FY17.

MUNICIPAL FIRE & POLICE CIVIL SERVICE

Agency Overview



The mission of the Office of the State Examiner, Municipal Fire and Police Civil Service, is to administer an effective, cost-efficient civil service system based on merit, efficiency, fitness, and length of service, consistent with the law and professional standards, for fire fighters and police officers in all municipalities in the State having populations of not less than 7,000 nor more than 500,000 inhabitants to which the law applies, and in all parish fire departments and fire protection districts regardless of population, in order to provide a continuity in quality of law enforcement and fire protection for the citizens of the State in rural and urban areas.

Functions

- Resource Services - provides local Civil Service Boards management and administrative personnel with the tools necessary to ensure compliance with federal and state law in the effective management of fire and police personnel.
- Testing Services - responds to the needs of administrators, classified employees, and Louisiana residents protected by the MF&PCS System by providing validated selection tests and lists of qualified eligible applicants for hire and promotion.

MUNICIPAL FIRE & POLICE CIVIL SERVICE

Means of Financing	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$0	\$0	\$0	\$0	0.0%
Interagency Transfers	\$0	\$0	\$0	\$0	0.0%
Fees and Self-Gen Rev .	\$0	\$0	\$0	\$0	0.0%
Statutory Dedications	\$2,000,245	\$2,120,685	\$2,214,578	\$93,893	4.4%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
Total Means of Finance	\$2,000,245	\$2,120,685	\$2,214,578	\$93,893	4.4%
Authorized Positions	19	19	19	0	0.0%

- This agency is solely funded with the Municipal Fire & Police Civil Service Operating Fund. Revenues are collected from .025% of the gross direct insurance premiums received in the state in the preceding year.
- Increase in \$23,183 for increases in building rent, increased maintenance agreements, software and subscription renewals, and an increase in professional services to retain an attorney for representation.

ETHICS ADMINISTRATION

Agency Overview

Functions

The mission of Ethics Administration is to provide staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements, and lobbyist registration and disclosure laws, to achieve compliance by governmental officials, public employees, candidates, and lobbyists and to provide public access to disclosed information.

- Compliance - investigates potential violations of the Code of Governmental Ethics, Campaign Finance Disclosure Act, and the Lobbyist Disclosure Acts.
- Administrative Support - provides staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements, and lobbyist registration and disclosure law reviews.
- Training - provides education and awareness to those subject to the laws administered by the Board, as well as to the general public as to the conflicts of interest, campaign finance, and lobbying laws.

ETHICS ADMINISTRATION

Means of Financing	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$4,200,146	\$4,301,683	\$1,592,918	(\$2,708,765)	(63.0%)
Interagency Transfers	\$0	\$0	\$0	\$0	0.0%
Fees and Self-Gen Rev.	\$129,963	\$175,498	\$175,498	\$0	0.0%
Statutory Dedications	\$0	\$0	\$0	\$0	0.0%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
Total Means of Finance	\$4,330,109	\$4,477,181	\$1,768,416	(\$2,708,765)	(60.5%)
Authorized Positions	40	40	40	0	0.0%

The Division of Administration estimates that \$4.3 million in State General Fund is needed in FY 17 to fully fund projected normal operating costs and other priorities. Therefore, \$2.7 million additional SGF is needed to fully fund operations.

Significant adjustments in FY17 within Ethics Administration include:

- Increase in \$59,213 in State General Fund to fund increases in software license renewals, dues, subscriptions, and to fund travel and registration expenses for staff to attend the 2016 Council on Governmental Ethics Laws (COGEL) Conference in New Orleans.

STATE POLICE COMMISSION

Agency Overview



The mission of the State Police Commission is to provide a separate merit system for the commissioned officers of Louisiana State Police. In accomplishing this mission, the program administers entry-level law enforcement examinations and promotional examinations, processes personnel actions, issues certificates to those eligible, and schedules appeal hearings and pay hearings.

Functions

- Hears classified commissioned officers' complaints stemming from disciplinary actions and provides decisions through committee hearings consistent with the basic requirements of a merit system, the State Police Service article, and State Police Commission rules.
- Promotes effective personnel management practices for the Office of State Police, checking and enforcing compliance with State Police, performs investigations, reviews contracts, reviews performance appraisal programs, and issues general circulars and transmittals.
- Maintains an equitable and uniform pay system for all Louisiana State Police commissioned officers. The Commission also establishes positions, recommends pay adjustments, and allocates positions.
- Enables the Office of State Police to meet their staffing needs in a timely fashion by hiring and promoting the best qualified applicants. The Commission also tests and certifies applicants for employment by the Office of State Police.

STATE POLICE COMMISSION

Means of Financing	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$445,722	\$469,332	\$175,589	(\$293,743)	(62.6%)
Interagency Transfers	\$0	\$35,000	\$35,000	\$0	0.0%
Fees and Self-Gen Rev.	\$0	\$0	\$0	\$0	0.0%
Statutory Dedications	\$0	\$0	\$0	\$0	0.0%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
Total Means of Finance	\$445,722	\$504,332	\$210,589	(\$293,743)	(58.2%)
Authorized Positions	3	3	3	0	0.0%

The Division of Administration estimates that \$474,166 in State General Fund is needed in FY17 to fully fund projected normal operating costs and other priorities. Therefore, \$298,577 additional SGF is needed to fully fund operations.

Significant adjustments in FY17 within the State Police Commission include:

- \$3,000 increase in State General Fund to fully fund the travel expenditures of the State Police Commission board members, which is a 22% increase

BOARD OF TAX APPEALS

Agency Overview

Functions



The mission of the Board of Tax Appeals is to resolve equitably, fairly, expeditiously, and independently any dispute between individuals, corporations, and other taxpayers and state agencies including the Department of Revenue, Wildlife and Fisheries, and Health and Hospitals, as mandated by statute.

- The Board of Tax Appeals (BTA) is an independent quasi-judicial agency that has statutory authority to hear and resolve various state tax disputes (including individual and corporate income, corporate franchise, excise, severance, sales and use, withholding, motor vehicle, transportation, and hazardous waste) between individuals, corporations, other taxpayers, and state agencies, including the Department of Revenue, Department of Wildlife and Fisheries, and the Department of Health and Hospitals.
- Hears and resolves all appeals filed by taxpayers from assessments imposed by the Department of Revenue, denials of refund claims by the Department of Revenue, and claims against the state for monies erroneously paid into the state treasury.
- Maintains the integrity and independence of the Administrative Program of Board of Tax Appeals.

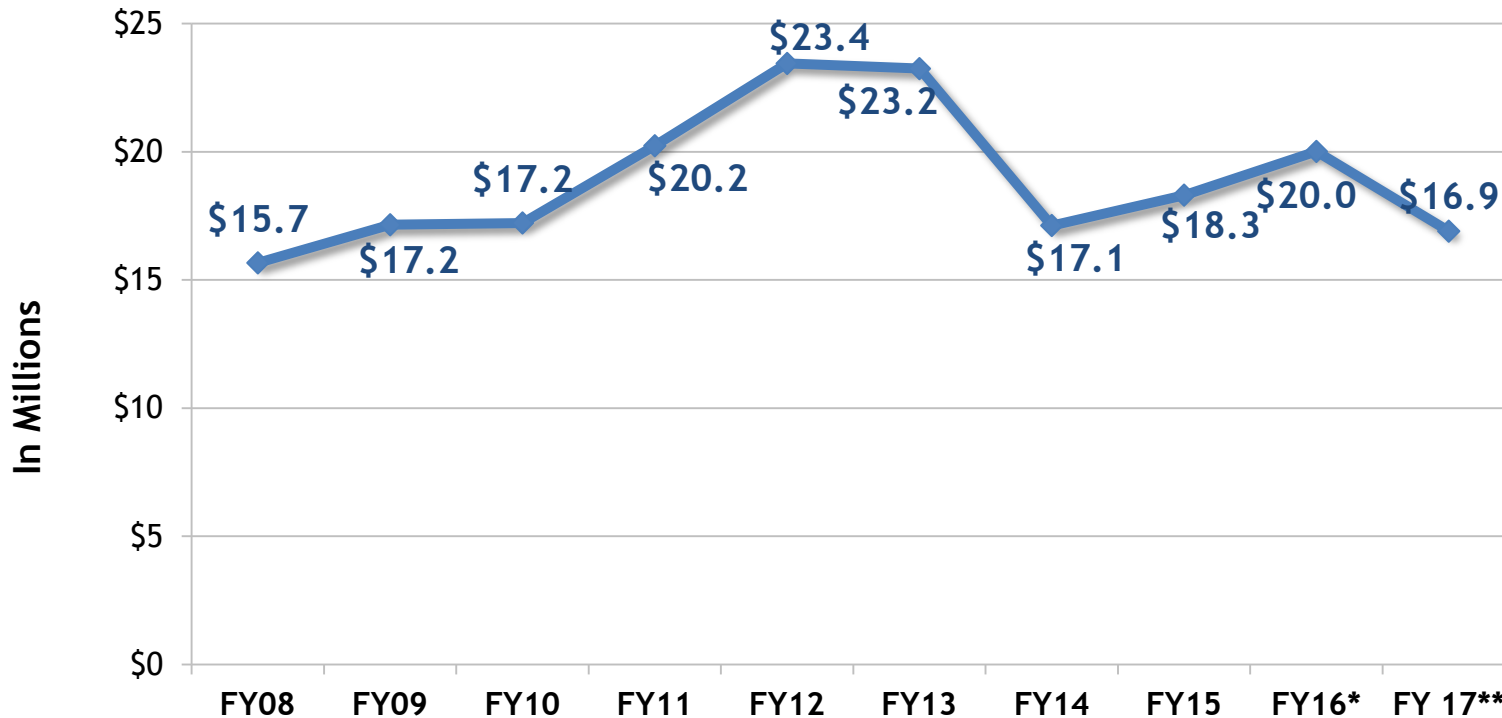
BOARD OF TAX APPEALS

Means of Financing	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$537,788	\$531,039	\$214,379	(\$316,660)	(59.6%)
Interagency Transfers	\$188,736	\$344,067	\$373,476	\$29,409	8.5%
Fees and Self-Gen Rev.	\$19,583	\$133,407	\$149,413	\$16,006	12.0%
Statutory Dedications	\$0	\$0	\$0	\$0	0.0%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
Total Means of Finance	\$746,107	\$1,008,513	\$737,268	(\$271,245)	(26.9%)
Authorized Positions	7	7	8	1	14.3%
The Division of Administration estimates that \$578,916 in State General Fund is needed in FY 17 to fully fund projected normal operating costs and other priorities. Therefore, \$364,537 additional SGF is needed to fully fund operations.					

Significant adjustments in FY17 within Ethics Administration include:

- Increase in State General Fund, Interagency Transfers, and Fees & Self-generated Revenue totaling \$63,693 to fund an additional authorized position for a budget analyst in their Administrative Services.

BUDGET HISTORY



Source: Executive Budget Supporting Documents

*Existing Operating Budget as of 12/1/15

**FY17 Recommendation

MEANS OF FINANCE BREAKDOWN

Means of Financing	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$5,183,656	\$5,302,054	\$1,982,886	(\$3,319,168)	(62.6%)
Interagency Transfers	\$10,338,735	\$11,569,045	\$11,612,313	\$43,268	0.4%
Fees and Self-Gen Rev.	\$785,269	\$1,020,434	\$1,091,160	\$70,726	6.9%
Statutory Dedications	\$2,000,245	\$2,120,685	\$2,214,578	\$93,893	4.4%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
Total Means of Finance	\$18,307,905	\$20,012,218	\$16,900,937	(\$3,111,281)	(15.5%)

The Division of Administration estimates that \$5.4 million in State General Fund is needed in FY 17 to fully fund projected normal operating costs and other priorities. Therefore, \$3.4 million additional SGF is needed to fully fund operations.

MAJOR SOURCES OF REVENUE

Interagency Transfers \$11.6 Million

- \$11.2 million is in Civil Service. These funds come from other state agencies that are billed based on a per classified employee basis.
- \$373,000 is in the Board of Tax Appeals, that come from the Department of Revenue.
- \$35,000 is in the State Police Commission, that come from State Police to pay for a contract to train cadets.

Statutory Dedications \$2.2 Million

These funds come from the Municipal Fire & Police Civil Service Operating Fund, and used solely for the Office of the State Examiner. Revenue is collected from .025% of the gross direct insurance premiums received statewide, in the preceding year, by insurers doing business in the state.

Fees & Self-Generated \$1.1 Million

- \$766,000 in Civil Service is from the quasi-state agencies that are billed on a per classified employee basis.
- \$175,000 is in Ethics Administration is from filing fees for political action committees and lobbying registration fees.
- \$149,000 is in the Board of Tax Appeals from filing fees and from charges for copies of hearing transcripts.

EXPENDITURE BREAKDOWN

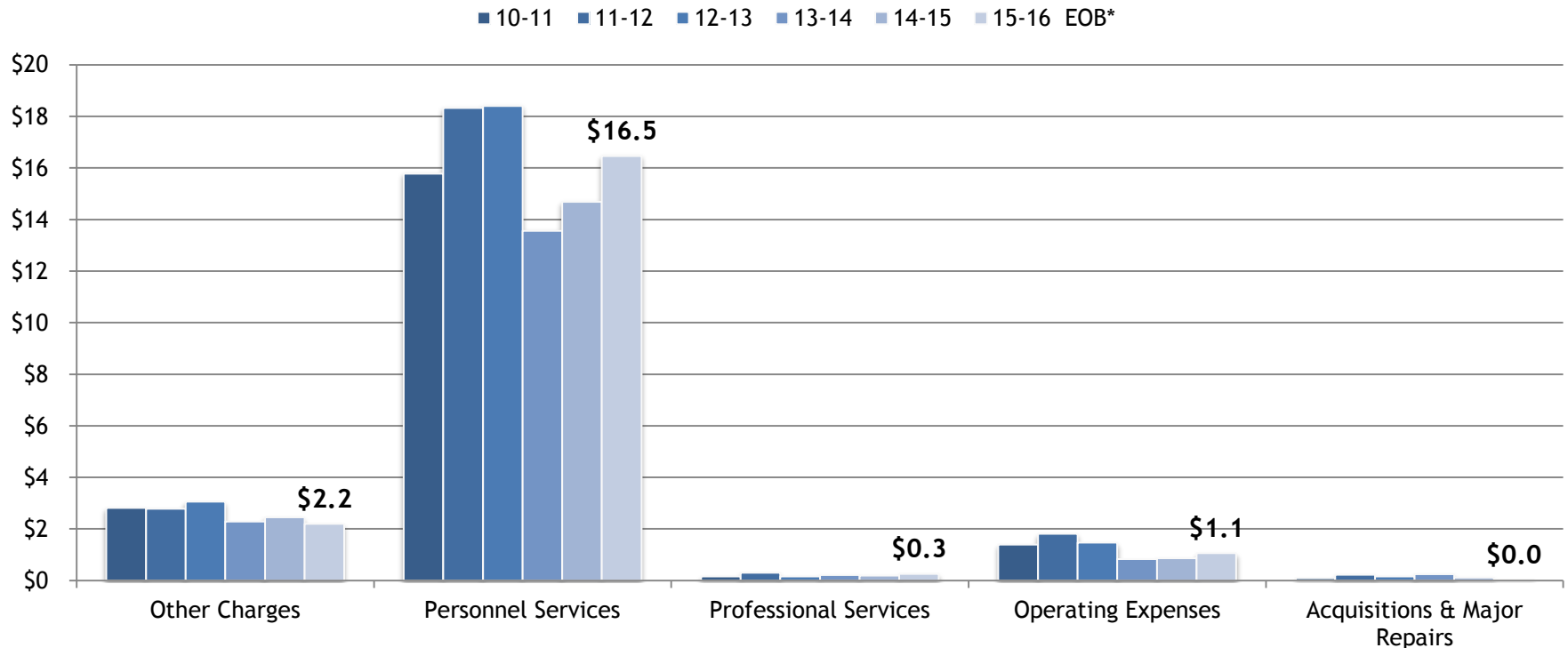
Expenditure	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
Salaries	\$9,408,481	\$10,504,936	\$8,658,231	(\$1,846,705)	(17.6%)
Other Compensation	\$232,868	\$265,945	\$161,449	(\$104,496)	(39.3%)
Related Benefits	\$5,051,130	\$5,687,358	\$4,850,924	(\$836,434)	(14.7%)
Travel	\$116,236	\$118,997	\$102,704	(\$16,293)	(13.7%)
Operating Services	\$659,115	\$874,688	\$692,777	(\$181,911)	(20.8%)
Supplies	\$89,151	\$71,182	\$60,982	(\$10,200)	(14.3%)
Professional Services	\$187,106	\$258,271	\$161,264	(\$97,007)	(37.6%)
Other Charges	\$2,453,990	\$2,200,745	\$2,153,056	(\$47,689)	(2.2%)
Acq/Major Repairs	\$109,828	\$30,096	\$59,550	\$29,454	97.9%
Unallotted	\$0	\$0	\$0	\$0	0.0%
Total Expenditures	\$18,307,905	\$20,012,218	\$16,900,937	(\$3,111,281)	(15.5%)
Authorized Positions	161	169	170	1	0.6%

TOTAL BUDGET BY AGENCY

Agency	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State Civil Service	\$10,785,722	\$11,901,507	\$11,970,086	\$68,579	0.6%
Municipal Fire & Police CS	\$2,000,245	\$2,120,685	\$2,214,578	\$93,893	4.4%
Ethics Administration	\$4,330,109	\$4,477,181	\$1,768,416	(\$2,708,765)	(60.5%)
State Police Commission	\$445,722	\$504,332	\$210,589	(\$293,743)	(58.2%)
Board of Tax Appeals	\$746,107	\$1,008,513	\$737,268	(\$271,245)	(26.9%)
Total Means of Finance	\$18,307,905	\$20,012,218	\$16,900,937	(\$3,111,281)	(15.5%)

Each agency's cuts are proportionately related to what percentage of their budget is General Fund.
Neither State Civil Service nor MF&P Civil Service are budgeted with General Fund in FY17.

EXPENDITURE HISTORY (IN MILLIONS)



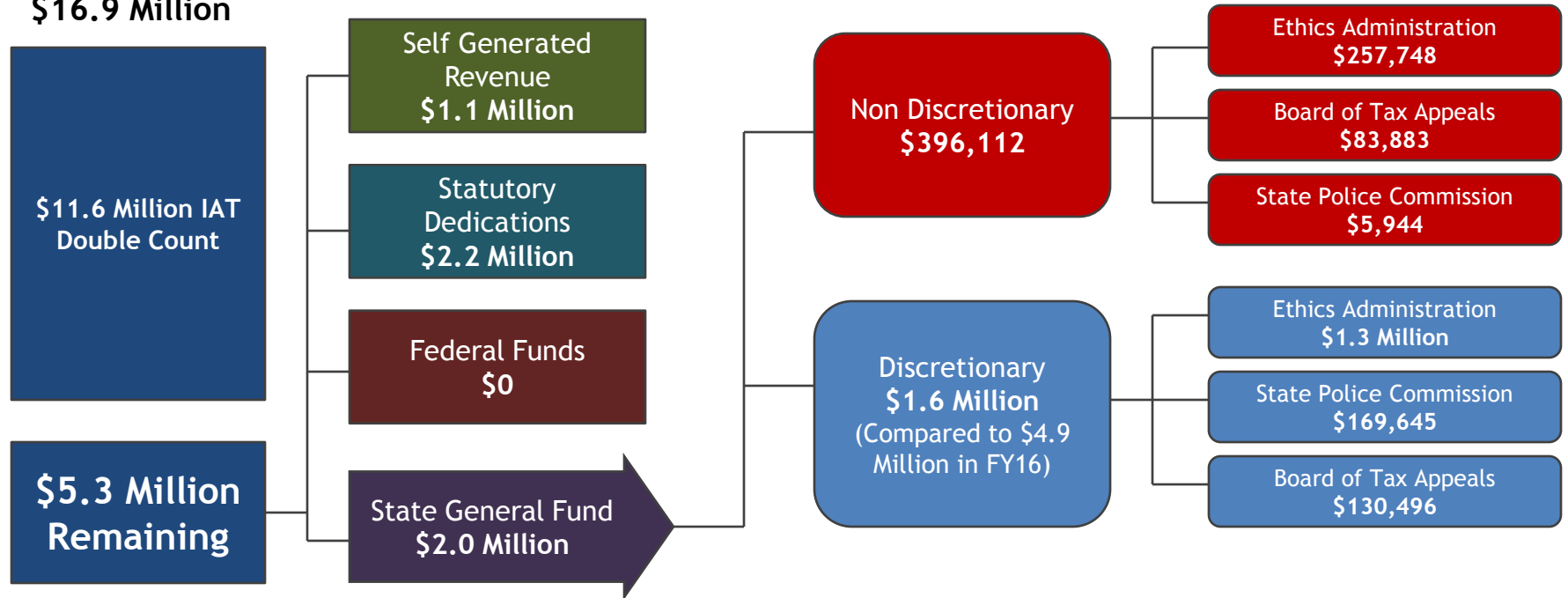
Other Charges funding comes primarily from rent of statewide buildings, Office of Technology Service fees, and the Division of Administrative Law.

Source: Executive Budget Supporting Documents

*Existing Operating Budget as of 12/1/15

FY17 DISCRETIONARY/NON-DISCRETIONARY FUNDING

TOTAL BUDGET \$16.9 Million



PERSONNEL INFORMATION

Personnel Budget Percentage

\$8.8 M	Salaries and Other Comp
\$4.9 M	Related Benefits
\$13.7 M	Total Personnel Services

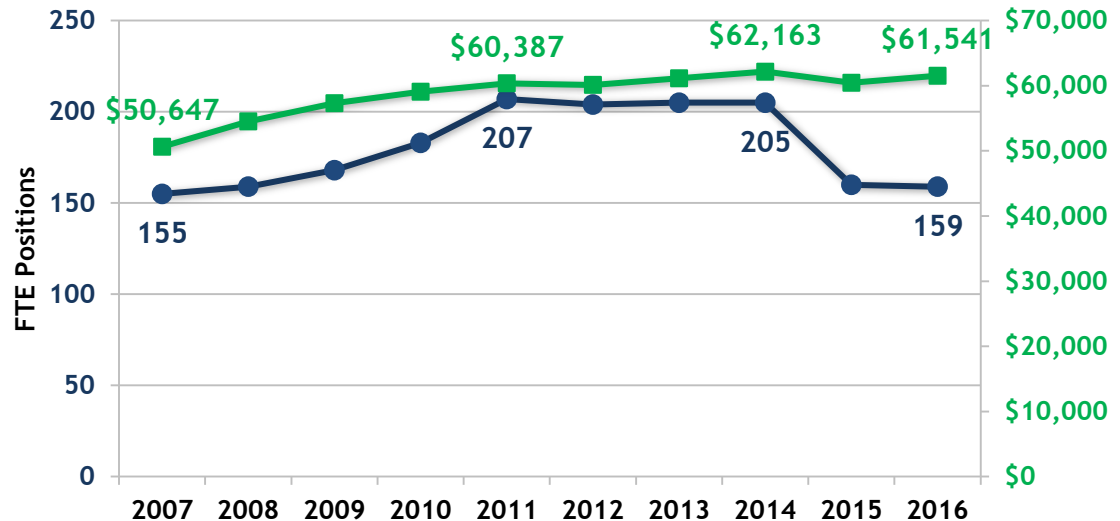
- 92.7% of the department's total Executive Budget Recommendation (excluding Other Charges)

Authorized Positions

- 170 (167 classified and 3 unclassified)
- 0 full-time non-T.O. positions
- 2 Other Charges positions

*As of 1/29/2016, the department had 10 vacancies: Civil Service had 6, Ethics Administration had 3, and the Board of Tax Appeals had 1.

10 Year FTE Positions/Avg Salary



Source: Prepared by House Fiscal Division staff using information from Civil Service

DEPARTMENT CONTACTS

Agency	Title	Name	Phone Number
State Civil Service	Director	Byron Decoteau	225.342.8272
Municipal Fire & Police	State Examiner	Robert Lawrence	225.925.7097
Ethics Administration	Ethics Administrator	Kathleen Allen	225.219.5600
State Police Commission	Executive Director	Cathy Derbonne	225.925.7057
Board of Tax Appeals	Vice-Chairman	Cade Cole	225.922.0173